

DUNS# 076596774

5.0 Subcontracting Plan

■ 5.1 Identification Data

Firm Name: Cambridge Systematics, Inc.

Address: 150 CambridgePark Drive, Suite 4000, Cambridge, MA 02140

■ 5.2 Type of Plan

Individual Plan.

■ 5.3 Goals

CS is committed to the utilization of small businesses, HUBZone small businesses, woman-owned businesses, and small, disadvantaged business enterprises (DBE). If, in the course of performing work for NHI under the Nationwide Training Courses in the Area of Transportation Planning contract, we determine the need for additional subcontracting assistance, we will solicit proposals from small businesses and small DBEs. If the qualifications and costs from a small business and/or small DBE are determined to be acceptable and in the best interests of the FHWA and NHI, we will add the firm to our team for that task order and commit to utilizing their services.

BSN, a member of the proposed team, qualifies as a small business enterprise. Catocin Ridge, LLC, the second proposed subcontractor, is a woman-owned business enterprise (WBE). CS is proposing a goal of 25 percent of the total proposed contract budget be assigned to small businesses, HUBZone small businesses, WBEs, and small, DBEs.

■ 5.4 Small Business Concern Opportunity

It is the policy of CS that small businesses, HUBZone small businesses, and small business concerns owned and controlled by socially and economically disadvantaged individuals shall have the maximum practicable opportunity to participate in all federal, state, and

local contracts. It further is the policy of CS to ensure timely payment of the amounts due pursuant to the terms of the subcontracts with small business concerns and small business concerns owned and controlled by socially disadvantaged individuals.

Under the Nationwide Training Courses in the Area of Transportation Planning contract, this document is CS' Plan for small businesses, small DBEs, and small WBEs, in support of the performance of U.S. Government contracts and subcontracts.

The term "small business concern" is used throughout this Subcontracting Plan to represent the collective aforementioned segments, per the Federal Acquisition Regulation (FAR). The term "subcontract" used herein includes purchase orders as well as a subcontracting instrument, as defined in FAR 44.101. This Plan is intended to comply with the requirements of the FAR and the various supplements thereto.

■ 5.5 Plan Purpose

The purpose of this Plan is to delineate how CS ensures that small business concerns have an equitable opportunity to compete in the performance of the U.S. Government/CS contracts and subcontracts under the Nationwide Training Courses in the Area of Transportation Planning contract, consistent with efficient performance of such contracts and subcontracts.

■ 5.6 Identification of Potential Sources for Solicitation Purposes

If subcontracting opportunities should arise relating to the performance of one or more individual task order contracts under this contract, CS will evaluate our subcontracting requirements under each U.S. Government solicitation to determine the types of services/supplies that CS may need to subcontract. The CS vendor listing will be reviewed to determine if any small business firms, not already represented in the team, are known that may be capable of providing such services or supplies. As appropriate, CS will request additional vendor sources through the Procurement Automated Source System (PASS) of the U.S. Small Business Administration (SBA) to determine potential suppliers. If needed, the PROFILE database services of the Research and Information Division of the Minority Business Development Agency in the U.S. Department of Commerce and applicable trade associations also will be searched to the most practicable extent of additional sources. Further, the appropriate small business-related personnel at the various procuring activities will be solicited for assistance, if needed, to identify sources of supply.

■ 5.7 Administration of Plan

Individual Assigned to Plan Administration

Name: Albert Fowle
Title: Director of Contract Administration and Compliance
Address: Cambridge Systematics, Inc.
150 CambridgePark Drive, Suite 4000
Cambridge, MA 02140
(617) 354-0167

Duties of Plan Administrator

- Ensuring company policy statements that demonstrate the company's support for awarding contracts and subcontracts to small, HUBZone small, small disadvantaged, women-owned small business concerns, and service-disabled veteran-owned small businesses are developed and promoted.
- Ensuring bidders' lists of small, HUBZone small, small disadvantaged, women-owned small business concerns, and service-disabled veteran-owned small businesses from all possible sources are developed and maintained.
- Ensuring periodic review of potential subcontractors on bidders' lists.
- Ensuring that technically qualified small, HUBZone small, small disadvantaged, women-owned small business concerns, and service-disabled veteran-owned small businesses are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
- Ensuring that subcontract procurement packages are designed to permit the maximum possible participation of small, HUBZone small, small disadvantaged, women-owned small business concerns.
- Ensuring the review of subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit small, HUBZone small, small disadvantaged, women-owned small business, and service-disabled veteran-owned small businesses participation.
- Ensuring that reasons for not selecting any low bids submitted by small, HUBZone small, small disadvantaged, women-owned small business concerns, and service-disabled veteran-owned small businesses are documented.
- Overseeing the establishment and maintenance of contract and subcontract award records.

- Ensuring the arrangement for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, and Industry Conferences.
- Ensuring availability to counsel small, HUBZone small, small disadvantaged women-owned business concerns and service-disabled veteran-owned small businesses on subcontracting opportunities and how to prepare bids to the company.
- Ensuring notices to subcontractors concerning penalties for misrepresentations of business status as small, HUBZone small, small disadvantaged, women-owned small business, and service-disabled veteran-owned small businesses for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the contractor's subcontracting plan are provided.
- Ensuring that training for purchasing personnel regarding the intent and impact of Public Law 95-907 on purchasing procedures is obtained.
- Ensuring that an incentive program for buyers that supports the subcontracting program is developed and maintained.
- Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals.
- Ensuring required reports are prepared and submitted.
- Coordinating the company's activities during compliance reviews by federal agencies.

■ 5.8 Equitable Opportunity

In compliance with FAR 52.219-9(d)(8), CS will make good faith efforts to assure that small business concerns have an equitable opportunity to compete for subcontracts within their capabilities under the Nationwide Training Courses in the Area of Transportation Planning contract. This effort includes:

- Ensuring compliance with company policies and procedures and applicable federal regulations to implement the requirements of this Subcontracting Plan;
- A quarterly review by management of progress made against small business concern goals and requirements established by all Subcontracting Plans;
- The plan administrator providing technical and management assistance to small business concerns to ensure a complete understanding of requirements;
- Preparing clear realistic subcontract technical specifications and delivery schedules to encourage maximum participation;

- Considering available small business concerns during the pre-procurement stage for services and supplies, as required by CS;
- Discussing subcontracting opportunities with representatives of small business concerns that are referred to the Subcontracting Plan Administrator;
- Counseling and discussing subcontracting opportunities with small business concerns;
- Visiting or having discussions with potential small business concerns to evaluate capabilities, capacity, equipment, and quality standards;
- Offering assistance, if appropriate, to enable small business concerns to compete for awards. This includes proposal preparation assistance, if required, and allowing sufficient time for participation by such firms;
- The plan administrator or their representative possibly performing outreach to obtain sources, such as contacting minority and small business trade associations, business development organizations, requesting sources from the SBA's Procurement Marketing and Access Network (PRO-Net), and attending small, minority, and women-owned business procurement conferences and trade fairs; and
- The plan administrator or their representative possibly performing internal efforts to guide and encourage proposal managers, such as presenting workshops, seminars, and training programs; and establishing, maintaining, and using source lists, guides, and other data for soliciting subcontracts.

■ 5.9 Subcontracting Policy

CS, in execution of any subcontract under the Nationwide Training Courses in the Area of Transportation Planning contract, agrees to carry out the policy pursuant to the Small Business Act and relevant regulations promulgated pursuant thereto in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. In addition, CS further agrees to cooperate in any studies or surveys that may be conducted by the U.S. SBA, the contracting authority, or other agencies, as may be necessary to determine the extent of its compliance.

- Subcontracts issued by CS that offer further subcontracting opportunities will include the FAR Clause 52.219-8, entitled *Utilization of Small Business Concerns and Disadvantaged Business Concerns*.
- All subcontractors (except small business concerns) who receive subcontracts in excess of \$500,000 from CS will be required to submit a Subcontracting Plan that meets the requirements of FAR 52.219-9(d)(9), *Small Business Subcontracting Plan*.

- Award of subcontracts requiring submission of a Subcontracting Plan will be withheld pending receipt of an acceptable Plan from the Subcontractor. The Plan will be reviewed for compliance with the specific FAR provisions cited in their subcontract.
- Subcontractors will be required to submit periodic reports and cooperate in any studies and surveys that may be required by the contracting agency or U.S. SBA to determine the extent of compliance by the Subcontractor with the approved Plan.
- CS' subcontracts with a value greater than \$500,000 are required to submit Standard Form (SF) 294, *Subcontracting Report for the Individual Contracts* and SF 295, *Summary Subcontract Report*, in accordance with the instructions on the forms.

■ 5.10 U.S. Government Studies, Surveys, and Reports

CS will: 1) cooperate in any U.S. Government studies or surveys that may be required; 2) submit periodic reports (SF 294 and SF 295) for the purpose of determining the extent of compliance with our approved Subcontracting Plan; and 3) ensure that our subcontractors agree to submit their SF 294 and SF 295 reports, where appropriate.

■ 5.11 Records

CS will maintain at least the following types of records to demonstrate procedures that have been adopted to comply with the requirements and goals in its approved Subcontracting Plan and will utilize the following efforts to locate small business concerns and award subcontracts to them:

- Small business source guides and other data identifying such concerns;
- Records on each subcontract solicitation resulting in an award of more than \$100,000 indicating: 1) small businesses and small DBEs were solicited and if not, why; and 2) if applicable, the reason the award was not made to a small business or small DBE;
- Records of internal guidance and encouragement provided to proposal managers through: 1) workshops, seminars, training, etc.; and 2) monitoring performance to evaluate compliance with the projects requirements; and
- Records to support award data submitted to the U.S. Government, including the name, address, and business size of each subcontractor.

■ 5.12 Understanding

It is CS' understanding that:

- An acceptable Plan must, in the determination of the Contracting Officer, provide the maximum practicable opportunity for small business concerns and minority institutions to participate in the performance of the contract;
- The Contracting Officer shall notify the Contractor in writing of their reasons for determining a Subcontracting Plan to be unacceptable. Such notice shall be given early enough in the negotiation process to allow the Contractor sufficient time to modify the Plan within the limits prescribed; and
- The failure of any contractor to comply in good faith with: 1) the clause entitled, *Utilization of Small Business and Small Disadvantaged Business Concerns*; or 2) an approved plan required by this Small and Small DBE Subcontracting Plan (negotiated) provision, will be a material breach of such contract or subcontract.